



## **West Virginia Department of Agriculture**

1900 Kanawha Blvd. E., Charleston, WV 25305  
304-558-3550

**Walt Helmick**  
Commissioner

### **VACANCY ANNOUNCEMENT**

**Title:** Chemist I (Agricultural Materials and Meat Chemistry Laboratory Sections), Regulatory and Environmental Affairs Division

**Salary:** Commensurate with Experience

**Headquarters:** Guthrie Agricultural Center

**Send WVDA Application & Resume to:** Anne Oravec, Executive Assistant  
West Virginia Department of Agriculture  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0170  
Phone: 304-558-2221  
E-mail: aoravec@wvda.us

**Closing Date:** Open Until Filled

**Nature of Work:** An employee in this position performs administrative and professional work for the Agricultural Materials and Meat Chemistry Laboratories by performing analyses of commercial animal feed, fertilizer, agricultural lime, environmental samples, and meat. The employee will also perform related work in the maintenance of a quality assurance program for both laboratory sections.

#### **Examples of Work:**

- ♦ Develops and maintains quality assurance measures to assure accurate analytical methods.
- ♦ Develops and utilizes methods consistent with the laboratories' equipment for analyses of commercial feed, fertilizer, agricultural lime, environmental samples, and meat.
- ♦ Analyzes and interprets test results in order to assist in the administration of laws, regulations, or specifications relating to the chemical composition of the materials analyzed.
- ♦ Performs chemical analyses in accordance with scientific principles and techniques as determined by a supervisor.

- ♦ Determines the type and extent of testing required to ascertain the quality of samples submitted for analyses, guided by the principles and techniques of analytical chemistry and by the methods devised by professional and testing organizations in developing the necessary laboratory procedures.
- ♦ Maintains records of all quality activities as documented in SOPs and test methods.
- ♦ Handles samples and performs analyses according to SOPs and test methods.
- ♦ Writes SOPs and test methods.
- ♦ Signs reports when designated with signing authority.
- ♦ Maintains and calibrates equipment.
- ♦ Reports deficiencies or malfunction to the Assistant Director.
- ♦ Identifies and records nonconformities on *Corrective Action Requests*.
- ♦ Identifies and records potential nonconformities on *Preventive Action Requests*.
- ♦ Corrects nonconformities and potential nonconformities.
- ♦ Improves laboratory and/or quality activities on a continuous basis.
- ♦ Questionable identifications or finds on work are checked by a supervisor.
- ♦ Attends meetings, including overnight travel.
- ♦ Utilizes a Laboratory Information Management System (LIMS) for data entry and other computer operations.
- ♦ Performs related work as required, such as assisting other division chemists as needed.
- ♦ Prepares official reports and may be called upon to testify before the court or the Commissioner.
- ♦ Other duties as assigned.

**Working Conditions:** Ability to sit, stand, and/or walk for extended periods of time; frequently bend, squat, reach above shoulder level, push, pull and handle objects; capable of lifting up to 50 pounds. Employment may require working with pathogenic microorganisms, hazardous chemicals such as disinfectants, acids, bases, mutagens, teratogens, and solvents; hot liquids, steam, and hot solid surfaces capable of burns; and warm, humid conditions can be found in the laboratory environment. Personal protective equipment is supplied to laboratory staff. Some jobs require employees to be exposed to unpleasant odors.

**Required Knowledge, Skills and Abilities:**

- ♦ Knowledge of the principles, practices and procedures of organic and inorganic chemistry.
- ♦ Knowledge of composition and significant properties of materials and substances used or tested by the State.
- ♦ Skill in the use of complex laboratory instruments and equipment commonly used in analytical laboratories.
- ♦ Ability to prepare analytical reports and to organize and present scientific information in a clear and concise manner.
- ♦ Ability to understand and to follow oral and written instructions, formulas and charts.
- ♦ Ability to do original research and devise new methods of testing.
- ♦ Knowledge of computerized LIMS is useful.
- ♦ Knowledge in procedures involving the use and handling of hazardous chemicals.

**Minimum Qualifications:**

- ♦ **Training:** Graduation from an accredited 4-year college or university with a major in chemistry or related physical science.
- ♦ **Experience:** Preferred, but not required, one year of experience in carrying out technical work in a chemical laboratory.
- ♦ **Substitution:** Graduation from an accredited 4-year college or university with a minor in chemistry or related physical science and at least one year of experience in carrying out technical work in a laboratory.

**Additional Requirements:**

Valid driver's license required.

Dependable transportation required and proof of insurance.

Pre-employment drug and alcohol testing.

Pre-employment law enforcement background investigation, including DMV records.

Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture, and the State of West Virginia.

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